



Riverside Community College District THE GREAT SHAKE OUT 2009

HAZARD HUNT FOR OFFICES

Take time on October 15th to survey your office space for earthquake hazards. If you have identified hazards that you cannot mitigate, please write down the specific hazard on this sheet and submit it to your manager.

A **hazard** is anything that may cause harm, such as chemicals, electricity, objects that might fall, panes of glass, etc.

_____ **Objects on shelves that could fly off and hit hurt someone during an earthquake.** Look for heavy objects, glass objects, lamps, pottery, etc.

_____ **Objects on open shelves above a desk where someone sits.** If the bookshelf has a door, the door/cover should be closed when not in use (ie. cubicle overhead shelves with the pull down door should remain closed unless retrieving an item).

_____ **Hanging objects that could fall on someone.** Look for pictures, mirrors, hanging plants, etc.

_____ **Heavy electronic equipment that could cause harm.** Look for televisions, stereos, computers, microwaves, copy machines, etc. Are they secured with cables, hooks, or other devices so they will not move during an earthquake?

_____ **Top-heavy furniture that may fall on someone or block an exit.** Look for top-heavy furniture, such as bookcases and file cabinets. Are they secured to the wall with nylon straps or other flexible device that will allow objects to sway and reduce the strain on the studs.

_____ **Electrical wiring or equipment that is not properly installed and/or could be an electrocution or fire hazard.** Look for electrical cords that stretch across a walk way, equipment that is improperly installed, multiple cords plugged into one outlet, or a chain of electrical strips to an outlet.

_____ **Liquids kept near or above electrical equipment.** Look for open containers of liquid, such as coffee cups, fish bowls, plants in bowls of water, etc. that are kept on a desk or above electrical equipment.

SOME SUGGESTIONS FOR MAKING YOUR OFFICE MORE SECURE

- Fasten bookshelves and cabinets securely to walls with flexible devices such as a nylon strap.
- Place large or heavy objects on lower shelves.
- Store breakable items in a closed cabinets with latches.
- Hang heavy items such as pictures and mirrors away from desks, couches, and anywhere people sit.
- Brace overhead fixtures.
- Repair defective electrical wiring, reduce the amount of cords going to one outlet. These are potential fire risks.
- Ensure electrical cords are out of walk spaces.
- Store chemicals and flammable products securely in closed cabinets with latches and on bottom shelves.
- Shut cabinet doors when not in use, especially those overhead cubicle shelves.
- Keep coffee cups, open bottles of water and other liquids on a table or desk that has no electrical equipment.
- Remove any non-essential items from above desks/workspaces that will fall during an earthquake (heavy decorative items).

Please use this space to list any hazards that you were unable to mitigate:

Message to Managers: Please review the hazards your employee listed on this sheet and determine the best course of action if there are items you are unable to mitigate. Please note that if the items in question are items that the employee brought in from home, they should be asked to remove them, move them to a safer location, or secure them. If you have questions, please contact Sherry Colgan Stone at sherry.stone@rcc.edu